

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**January 25, 2018**

**PRESENT:** Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Melanie Maczka, Deborah Lundberg, Mary Johnson, Linda Mamrosh, Mary Derginer, Arlie Doxtater, Amy Payne, Corrie Campbell

**EXCUSED:** Larry Epstein

**ABSENT:**

**ALSO PRESENT:** Laurie Ropson, Devon Christianson, Christel Giesen, Kristin Willems, Tom Smith

The meeting was called to order by Vice Chairperson, Finder-Stone at 8:31 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

Supervisor Campbell/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF December 14, 2017:**

Ms. Johnson/Supervisor Campbell moved to approve the minutes for the December 14, 2017 Meeting. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

**FINANCE REPORT:**

**REVIEW AND APPROVAL OF PRELIMINARY END OF YEAR 2017 FINANCE REPORT:**

Ms. Bowers referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the preliminary expenses and revenues for 2017.

Ms. Maczka/Ms. Derginer moved to approve the preliminary 2017 preliminary year end finance report. **MOTION CARRIED.**

**REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers reviewed restricted donation for the month of December 2017.

Ms. Derginer/Ms. Lundberg moved to approve the restricted donations for December 2017. **MOTION CARRIED.**

**DIRECTORS REPORT:**

**A. NEXUS ENERGY CONTRACT:**

Ms. Christianson explained that she had added this action item to the agenda in advance of a meeting she had scheduled to discuss entering into an energy performance contract with Nexus. After meeting and receiving additional information, Ms. Christianson found that this contract would require a very large upfront investment by the ADRC. Since the ADRC does not own the building, the upfront investment in large, and the estimated cost savings over 20 years is uncertain, Ms. Christianson decided to recommend that the ADRC NOT enter into this contract. Additional discussion ensued. Ms. Christianson also explained that funds are set aside to install a new boiler and this will be done sometime in 2018. In addition, Brown County Corp Counsel is updating the ADRC building lease agreement and we await a 20 year lease agreement in the next several weeks.

Ms. Johnson/Mr. Smith moved to reject the Nexus Energy Contract. **MOTION CARRIED.**

**B. DENMARK ALTERNATIVES & UPDATES:**

Mr. Johnson shared that the group working with the Denmark community has been working since July of 2017 to come up with options to best support Denmark that will also make sense for the ADRC. 3 alternatives will be brought to Denmark on Tuesday

January 30<sup>th</sup>, 2018. All 3 alternatives offer choices for the Denmark community to continue their commitment to social programs and the ADRC continuing to provide the home delivered meal option. The 3 options are to stay at current location, rent a different place, or to continue with Home Delivered Meal program alone administrated through the Green Bay location but delivered to Denmark.

Ms. Bartlett shared that the time that the ADRC has spent with the Denmark community increased their understanding of the ADRC's role in the community and also they have gained additional insight into the funding for the ADRC. Ms. Bartlett is very happy with the 3 alternative that will be offered.

Ms. Christianson mentioned that Goodwill industries and NeighborCare is very interested in engaging volunteers in the community in order to help drive what Denmark wants and values.

Ms. Christianson explained that home-bound meals will remain a focus for the ADRC in Denmark.

**C. PULASKI AND BADGER TERRACE UPDATES:**

Ms. Christianson explained that with the retirement of Kitty Kaari Senior Center Coordinator in Pulaski, the ADRC is now exploring the relationship between the ADRC and the Pulaski Community similar to the discussions in Denmark. The ADRC senior center in Pulaski is leased from the Pulaski Housing Authority and the Commission on Aging. Currently there are only about 6 or 7 participating in the congregate meal in Pulaski. It is currently staffed with a 35 hour/week position. Pulaski has a PACE program through the park and rec department that fills a gap with social programming. There is a possibility of partnering with groups in the community to find opportunities that work for the community and the ADRC. Currently all services/meals/activities are continuing as usual through this process.

Ms. Christianson shared that the ADRC was recently notified the Badger Terrace meal site (a subsidized housing unit serving approximately 17 to 20 people lunch each day) was requesting to close their location as a congregate meal site. Ms. Christianson explained that their housing manager retired and a long standing volunteer with the meal program has left. Ms. Christianson had a meeting with the new Housing Manager and found that they are finding it difficult to find resident volunteers to serve the meals and they do not want to continue. Ms. Christianson shared there would be significant challenges delivering home-bound meals to these residents due to differences in qualifying criteria from congregate dining to home-delivered meals at the site. Ms. Christianson is still in negotiations and has not officially received a final notice from Badger Terrace. A 60 day notice is required from the location at which point, alternatives for congregate meal participants will need to be presented etc. Currently there is a month to month lease in place while discussion is happening. Ms. Christianson will continue with discussion and will bring updates to the Board.

**D. NEW BOARD MEMBERS: TOM SMITH AND SAM WARPINSKI:**

Vice-President Finder-Stone stated that both Tom Smith's and Sam Warpinski's ADRC Board of Director's applications were included in the board packet given in advance of the meeting and given that the HR & Nominations Committee had approved their nominations she would entertain a vote from the Board.

Supervisor Campbell/Ms. Bartlett moved to approve new board members, Tom Smith and Sam Warpinski. **MOTION CARRIED.**

**E. GIVE BIG GREEN BAY-WE NEED YOUR HELP:**

Ms. Christianson announced that the ADRC was selected as one of the non-profit agencies to participate in "Give Big Green Bay". This is a one day event taking place from 12:00 PM on February 27<sup>th</sup>, 2018 to 12:00 PM on February 28<sup>th</sup>, 2018 in partnership with the Green Bay Packers whereas the public can go online and make a donation to one of the sponsored non-profit agencies. The Packer organization will be matching donations received for each agency. Ms. Christianson asked board members to please help to promote this opportunity with the public.

**F. GWAAR-ANNUAL PLAN AMENDMENT AND BUDGET-CARRY OVER ITEM:**

Ms. Christianson explained that GWAAR has a policy to submit an approved annual budget and plan. The information was presented at the December 2017 meeting; however there was not a quorum for approval. Ms. Christianson referred to the summary page and explained difference in revenue sources. This is the budget reformatted for GWAAR.

Ms. Derginer/Ms. Bartlett moved to approve the GWAAR Annual Plan Amendment and Budget. **MOTION APPROVED.**

**STAFF REPORT: JOHN HOLZER MAINTENANCE COORDINATOR:**

Mr. Holzer shared details of his maintenance crew including Anita who works later in the day and at night for events that happen after hours. Mr. Holzer also employees people from the Senior Service and WISE training programs. Mr. Holzer shared the focus and accomplishments for 2017 to include increasing accessibility to the agency with the installation of telescoping doors at the front entrance and the replacement of the side door as well. Also, after many years of negotiation the ADRC was able to update and add additional 32 parking spots for ADRC customers. Updates to the maintenance area in the boiler room as also made including updated lighting. Additionally, changes were made in the loan closet to include additional shelving and organization in order to make items easier for staff to access. The exercise room was not being utilized and was changed to a space for meetings and games and the fitness equipment was sold.

Mr. Holzer explained the maintenance worker incentive fund that is used to recognize good work ethic. This helps workers with transportation etc.

Mr. Holzer explained that updates to heating and cooling system are a goal for 2018. Funding has been set aside previously in anticipation of this project.

Mr. Holzer referred to the handout and reviewed donation revenue from the Loan Closet in 2017. In 2017 the loan closet donation total increased from 2016 over 30% to just over \$25,000.00. Mr. Holzer explained other highlights about the loan closet including the types of items borrowed the number of customers where the donations were waived etc.

#### **LEGISLATIVE UPDATES:**

Ms. Christianson shared that so far the government shut down has not had an effect on the ADRC, however, should there be an extended government shut down, the ADRC would need to turn to state regulators to get direction to minimize the impact to the meal programs as the ADRC is heavily funded by the federal government. Ms. Christianson asked the board to advocate with their legislators as the shutdown does affect our customers, for example, for customers that are desperate to get on disability services when the social security office is closed. Each day can be a tremendous hardship for these customers.

Ms. Christianson also called attention to Governor Walker's intent to introduce legislation around evaluating and changing "welfare" programs in the State. Ms. Christianson shared that the ADRC is on alert and will watch to see how our customers are affected and will update the Board with any new updates that may impact customers.

Ms. Christianson explained that she will update the board with the date of the next Advocacy Day in Madison so that Board members can participate.

#### **ANNOUNCEMENTS:**

Ms. Finder-Stone explained elections are beginning to take place and early voting is starting in February. Supervisor Campbell announced she is running for re-election.

**NEXT MEETING**— ADRC-300 S. Adams St. February 22, 2018 at 8:30 AM.

#### **ADJOURN:**

Ms. Lundberg/Ms. Maczka moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Specialist